



# North Branch Reformed Church (NBRC)

## POSITION DESCRIPTION

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### Office Administrator

July 1, 2024

#### GENERAL FUNCTION:

This position is the major support role for the Church's mission. The function is to provide the planning, organization, communication and utilization of office resources to meet the Church's needs in meeting its overall congregational goals. Additionally, welcoming and helping office visitors is important as is providing administrative support to the Pastor and Staff. This part-time position reports to Head of Staff.

#### RESPONSIBILITIES:

1. Normal work hours: Typically, Monday thru Friday, 9:00AM - 2:30PM. Hours are flexible depending upon the needs of the Church and Staff.
2. Support the Staff in its daily work and assist visitors to the church as needed.
3. Respond to email and voicemail for the Church.
4. Mail pickup/distribution/sending.
5. Maintain:
  - a. Calendars and schedule/manage building usage
  - b. Team lists
  - c. Office filing system
  - d. Administrative supplies, inventory & equipment
6. Create, Manage and Distribute:
  - a. Weekly: Bulletins and Connection Cards, electronic Weekly Messenger, Power Point slides for worship hymns and sermons, notices for display on electronic bulletin board, reminder calls or email to assigned volunteers for each team, track signups from Connection Cards and notify appropriate leader, letters, prepare and send mailings.
  - b. Monthly: Mail newsletters to those without email.
  - c. Quarterly: Prepare and distribute schedules for Bulletin and Messenger collating team, PowerPoint Slide presentation team, Youth Messenger team, Lector team, Fellowship Host team.
7. Assemble and Distribute:
  - a. Monthly: Elder and Consistory Agendas and Minutes, Committee Meeting Minutes, Treasurer's Reports.
  - b. Quarterly: Connector, Lector, Ushering and Nursery Caregiver schedules.
  - c. Annually: Annual Reports, Membership Directory, Classis Reports, Consistory Manual and maintain and store Consistory Packets in the safe.
8. Manage church computer system including regular data backups.
9. Maintain church records such as membership, baptism, death, memorial gifts, and new members.

- 10. Assist persons doing family history or research including initial point of contact, searching office records, and referral to Cemetery team.
- 11. Coordinate and train office volunteers.
- 12. Coordinate between Buildings and Grounds team and contractors performing maintenance or repairs on the various buildings or properties.
- 13. Manage social media for the Church, including Facebook, Instagram, and website posts.

**POSITION REQUIREMENTS**

**EDUCATION/TRAINING:**

High School diploma or equivalent experience, college degree a plus.

**LICENSES OR CERTIFICATIONS:**

None required.

**EXPERIENCE:**

Prior office work environment experience with Microsoft Office programs. Helpful if involved with publication of bulletins and flyers and understanding of the liturgical calendar. Experience in the creation of PowerPoint slide presentations and handling social media.

**DEMONSTRATED BEHAVIORS AND SKILLS:**

- Courtesy, a caring attitude, commitment and the ability to observe and maintain confidentiality are key attributes for this position.
- Ability to interact with people of all ages and all walks of life with dignity and respect.
- Ability to organize and juggle multiple requests, meet deadlines, and exercise time management skills are essential.
- Knowledgeable in use of computers with Windows operating system and Microsoft Office programs, including Word, Access, PowerPoint, and Excel.
- Working knowledge of use of internet for searches and acquiring clipart graphics as well as social media posting.
- Ability to handle office equipment and troubleshoot problems, i.e. copier and computer.
- Ability to pass a criminal and security background check required.

Employee  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*TBD, Office Administrator*

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
*Amy Nyland, Head of Staff*

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
*Kip Bateman, Interim Vice President of Consistory*